


## JOB DESCRIPTION

<p style="text-align: center;">County of York</p>  <p style="text-align: center;">Administration</p>	<p style="text-align: center;"><b>Development Director</b></p> <p><b>Status:</b> Full-Time</p> <p><b>FLSA:</b> Exempt</p> <p><b>Salary:</b> \$85,000 - \$105,000</p> <p><b>Union:</b> Non-Union</p> <p><b>Reports to:</b> County Manager &amp; Deputy County Manager</p>
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## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Director of Development will plan and implement a development and fundraising program to provide for the short- and long-term needs of the County to include but not limited to, the York County Regional Training Center and the York County Behavioral Health and Addiction Recovery Center. They will oversee organizational fundraising and manage relationships with the County's financial partners.

## ESSENTIAL DUTIES

- Works with the County Manager and leadership team to determine the mission, purpose, and priorities of the organization.
- Gauge business needs and brainstorm ideas for fundraising programs for the coming fiscal year.
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Develop and organize all aspects of the company's fundraising programs.
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships.
- Establishes fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.

- Produces relevant and informative fundraising literature for distribution to previous donors and the public, working directly with the Communications and PR Department.
- Research donation programs and opportunities available through local, state, and federal programs, to include applicable grants.
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.
- Plans fundraising events that effectively communicate the purposes of the organization.
- Create reports post-events to analyze data and determine the marketing effectiveness for the fundraising program.
- Performs other related duties as assigned.

### **MIMIMUM QUALIFICATIONS**

- Commitment to the Vision, Mission, and Core Values of the County of York.
- Possess a professional, friendly, team-oriented demeanor. Ability to work independently and in a team environment.
- Extensive knowledge of fundraising strategies and principles.
- Experience managing and tracking donor contributions using donor management software.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Ability to create and contribute to a culture of diversity, inclusivity, collaboration, and teamwork.
- Proficient in Microsoft Office (Emphasis on Word, Outlook, Excel)
- Bachelor's degree in marketing, Finance, or similar field preferred; 2-4 years post education. (Relevant fundraising/marketing experience will be considered).
- Five years' experience in fundraising for an organization highly preferred.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

### **NECESSARY SPECIAL REQUIREMENT**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening. (Including: background, reference, and criminal check.)
- Must have a valid driver's license.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

### **PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in the office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

The employee may be required to travel for work-related events.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use a computer keyboard, file, write and answer the phones. The employee is frequently required to walk, talk, and listen. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. They may be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>SUBMITTAL INSTRUCTIONS</b>
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All interested candidates must submit a York County application, cover letter and resume, to Human Resources. This position will remain open until filled. Review of applications will be ongoing.

York County applications can be located and downloaded from  
**[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)**

Applications/resumes can be dropped off or mailed to:

**York County Government**  
**Attention: Human Resource Department**  
**45 Kennebunk Road**  
**Alfred, ME 04002**  
**Physical Address: 149 Jordan Springs Road, Alfred, ME**

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.